

Lourdes Academy

5-12 Schools



Student Handbook

2018 - 2019

Student Name: _____

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www.lourdes.today

MISSION STATEMENT

Within a safe, Christ centered environment, Lourdes Academy prepares students for life, college, and a personal relationship with God.

LOURDES ACADEMY VISION STATEMENT

Graduates of Lourdes Academy will live by gospel values with Jesus Christ as a model and inspiration. They will have strong literacy and interpersonal skills. As workers, parents, citizens, and individuals our graduates will know how to question, invent, anticipate, and dream. With the ability to acquire, analyze, and apply information, members of the next generation from Lourdes Academy will think creatively and solve problems while contributing to global economic and social progress. We will work every day to help young people progress so that they may move at last, beyond us, each prepared to make a living, make a life, and make a difference.

WELCOME

Lourdes Academy is a school rich in tradition and dedicated to developing young scholars and servant leaders. To be a student at Lourdes is to accept the challenge to be one's best and to bring out the best in others. Join us in supporting each other in the classroom, at concerts and sporting events, at our parishes, and in the community. Lourdes Academy is a place for leaders. We are honored and privileged to have you.

HISTORY

Lourdes Academy Middle School has its roots in the efforts of Unified Catholic Schools in Oshkosh. Lourdes Academy Middle School shares a facility with the high school. In 2012, Unified Catholic Schools were re-named Lourdes Academy, returning to popular tradition and including the middle and elementary schools in the "academy."

STATEMENT OF NON-DISCRIMINATION

Lourdes Academy does not discriminate on the basis of gender, national origin, or race in the enrollment and participation of students or the employment of personnel.

RIGHT TO AMEND HANDBOOK

Lourdes Academy retains the right to amend this Student/Parent Handbook at any time for just cause. Students and parents will be given notification of any modifications to the handbook.

STUDENT CODE OF CONDUCT

All students are expected to live according to the ***LOURDES ACADEMY WAY***:

- **Treat others with dignity and respect at all times**
- **Demonstrate good judgment in dress, communication, and conduct**
- **Be excellent in academic effort and meet all responsibilities as a student**
- **Live by the example of Jesus Christ, seeking justice, peace, and a closer relationship with God**
- **Represent the school and the Church with pride and honor at all times**

Failure to live according to the Lourdes Academy Way will lead to disciplinary consequences at the discretion of the teacher and administration. Such consequences include the requirement of service to the school, detentions, suspensions, or expulsion. The principal reserves the right to define individual situations and behaviors as discipline issues and to administer the appropriate consequences(s). In addition, the principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.

Students are expected to conduct themselves in a manner that reflects positively on themselves, their parents/guardians and Lourdes Academy. It is expected that respect and cooperation will be the basis of interactions with faculty and fellow students. Lourdes Academy may use the following disciplinary actions at their discretion:

- Lunch time detention – This may include cleanup work in the cafeteria, halls, or other areas of the building.
- Before/After school detentions – Before/After school detention may consist of service to the school.
- Saturday School– Saturday detention may consist of three hours of clean-up work around the school, or classroom work.
- In school/out-of-school suspension – Student will spend the school day in the Principal's or Main Office working on homework and reflection.
- Extracurricular activities suspension – student may be suspended from attendance or participation in extracurricular activities. These activities are seen as a privilege for students.
- Behavior Contract – Student will be put on a Behavioral Contract. If parent and student refuse to sign within 5 school days, they agree to withdraw.
- Expulsion/Withdrawal

Typically, the following behaviors warrant a detention: Tardiness for class or school, failure to come to class prepared, disruptive and/or inappropriate behavior, dress code violation and/or at the discretion of Lourdes Academy staff.

Specifically, disrespect to others is a serious offense against the values of Lourdes Academy. Disrespectful behavior may result in: removal from class, detention, parent meeting, behavior plan, in school suspension, out of school suspension, or expulsion.

Students are expected to hold themselves to high standards of behavior
24 hours a day, 7 days a week, 365 days a year.

ACADEMIC HONESTY

A policy of academic honesty reaffirms the philosophy of education established at Lourdes Academy by ensuring the academic integrity of the learning community. Any form of cheating, including plagiarism, is a violation of the standards for student conduct. Cheating includes taking someone else's work, offering work to another person, and any other attempt to misrepresent one's academic performance. The assignment, test, or project will receive zero credit. The student's parents will be notified. For the first offense, the student will be required to attend an Academic Honesty Seminar course that will work with the student to remediate and correct the violation. Additional offenses could result in detentions, suspensions, failing the course, academic probation, or requests to withdraw at administrator's discretion.

ALCOHOL/DRUGS/SMOKING

Any student possessing or under the influence of intoxicants, drugs, mood altering drugs not prescribed to the student by a physician, in possession of drug paraphernalia, or possessing and/or using tobacco products, e-cigarettes, vaporizers or any material that can be smoked or inhaled on school grounds shall receive discipline at administrator's discretion in addition to a meeting with guardian(s). If the situation warrants, the student will be referred to the police. Additional offenses or any student who sells or distributes drugs or intoxicants will be subject to immediate expulsion from Lourdes Academy. This rule applies at all times - 24 hours a day, 365 days a year.

BELL SCHEDULES

The different bell schedules throughout the school day are posted on our website. Special schedules for special events will be posted on the internal Google Calendar.

DAMAGE TO PROPERTY

Any damage to school property will require full reimbursement (materials and labor) from the student and may result in additional consequences. Law enforcement may also be notified.

DETENTION

A detention is a disciplinary measure given to deter behavior that falls short of the Lourdes Academy Way. Detention is typically served at lunch or before/after school for 30 minutes. During detention, students will be expected to complete a written reflection on the way a

Lourdes Academy student should respond to the situation which caused the detention. Sleeping, eating, talking or using headphone and cell phones during detention is not permissible. Students may also do service for the school by cleaning, helping with tasks, etc. as deemed necessary by Lourdes Academy staff.

Failure to complete detentions will lead to double detention. Furthermore, failing to serve detentions may lead to ineligibility to complete/perform in co-curricular activities. Multiple unserved detentions, may lead to being unable to practice/rehearse in co-curricular activities, or participate in school functions (dances, student sections at events, participate in honors representation, walk at graduation, or similar events). Repeat detentions may require a parent meeting, behavioral plan, academic plan, in school suspension, out of school suspension, or expulsion.

HARASSMENT/BULLYING

Harassment and bullying of any kind (including physical, emotional and cyber) will not be tolerated. Students who believe they have been subjected to harassment or parents/guardians who believe their student has been subjected to harassment should report the incident(s) to administration.

LEAVING CAMPUS

Lourdes Academy is a closed campus and students are required to remain on campus at all times unless permission to leave is granted. Students who leave campus without permission or do not return within permissible time, will be given consequences.

POLICE INVOLVEMENT

Any student engaged in illegal activity will be reported to the police. Parents will be notified when police are contacted. Referral to the police does not take the place of school disciplinary consequences.

STUDENT LIFE

ANNOUNCEMENTS

Announcements are read after morning prayer and preceding prayer to end the school day. Any student or group that wishes to make an announcement must submit it to the office for approval. Announcements can also be found on Powerschool under "Daily Bulletin" or on the student Google Calendar. Students who are not present for announcements are responsible for reading them on PowerSchool.

ATHLETICS

Interscholastic athletics assist in developing a student's mind, body, and spirit. Therefore, interscholastic athletics are considered an integral part of the school philosophy to educate the whole person. Student-athletes are expected to abide by the Lourdes Academy Co-Curricular

Code of Conduct and the WIAA Code of Conduct for Athletic Participation. Please refer to the Lourdes Academy Activities & Athletics Handbook for more information.

ATTENDANCE

It is the shared responsibility to assist students in developing desirable habits of punctuality and attendance. Parents are encouraged to monitor attendance on Powerschool. Lourdes Academy follows Wisconsin State Statute 118.15 on compulsory school attendance and truancy (School Attendance Statute).

Students must be in attendance the **full** day of school in order to participate in after school activities (i.e practice, rehearsal, game, performance). Medical appointments, school events, and funerals are the exceptions to this expectation.

Every effort must be made to schedule medical appointments outside of the school day. Students must provide documentation of attended appointments during school hours in order for them to be excused as a medical absence.

Absent

Missing more than 10 minutes of class is considered an absence. A parent/guardian must contact the school office before 9:00 am if their student will be absent. Students are responsible for contacting teachers to make arrangements for make-up work or assignments. Absences are recorded on the student's permanent record. Students who are absent without parent verification will be considered truant.

Students who are absent from school must have a parent/guardian contact the school office before 9:00 am. Students are responsible for contacting teachers to make arrangements for make-up work or assignments.

A parent/guardian may not excuse their student for more than 10 school days in a school year. This includes sick days, vacations, truant days, etc. Any absence beyond the 10 days will be considered unexcused (truancies).

Parents are encouraged to plan vacation time in conjunction with the school calendar. If a student will knowingly be absent regardless of length, he/she must complete the pre-arranged absence form located in the main office. The form must be picked up 1 week prior to absence and turned into office at least 1 day prior to absence. A copy will be made and given to the student.

Students may not leave the building without parental permission.

Excessive absences may result in loss of credit(s). If a student accumulates 10 absences in a class, the administration reserves the right to deny credit for the course or courses due to insufficient instructional time.

Tardy

Students are expected to be in homeroom and classes on time, in dress code, prepared to work. A tardy is defined as being up to 10 minutes late; anyone who arrives at school more than 10 minutes tardy without a written doctor's note or note from parent with good cause will be considered absent. Students who arrive late to homeroom must report to the main office. All tardies are recorded on the student's permanent record. Three tardies to school, class or advisory will result in a detention.

Students are expected to be on time for school, classes and advisory. If a student arrives late to school, he/she must report to the office to receive a pass to be admitted to a class or advisory. Excused tardiness to school includes medical appointments, inclement weather and family emergencies. Anyone who arrives at school more than 10 minutes tardy without a written doctor's note or note from parent with good cause will be considered absent. Three tardies to school, class or advisory will result in a detention.

Excessive tardies may lead to consequences including but not limited to Saturday school, suspension from activities and ineligibility for honor representation.

Truant

Lourdes Academy follows Wisconsin State Statute 118.15 on compulsory school attendance and truancy (School Attendance Statute). Truancy is defined as an absence from class, assemblies or school at anytime without permission. Academic work missed during the period of truancy is subject to failure/no credit. Students will not be permitted to make up tests or assignments missed during the unexcused absence. Students who are truant are subject to consequences including but not limited to Saturday school, suspension from activities and ineligibility for honor representation.

Excessive (habitually) truant under (118.15) is when the student is truant for all or part of 5 days in a semester. Habitually truant students will be referred to law enforcement.

BUSING

Before and after school busing is available through the Oshkosh City Transit System and the Oshkosh Area Public School System. School buses drop off and pick up students on Josslyn Street near the commons.

CAMPUS MINISTRY

As Lourdes Academy fosters an atmosphere encouraging spiritual growth, all students must participate in all liturgical activities and retreats. Eucharistic Adoration, Mass, and all school prayer services and other religious rituals provide all students the chance to grow in their faith.

CELL PHONES, SMARTWATCHES AND OTHER ELECTRONIC DEVICES

Student use of cell phones, smartwatches and other electronic devices, including personal listening devices, is prohibited during school hours, except when specifically authorized by the principal or other staff member. All such devices should be turned off during school hours and placed in students' lockers. Staff members may confiscate students' cell phones, smartwatches and other electronic/distracting devices and assign detentions. A parent/guardian may be required to pick up a confiscated item. A student who violates this guideline multiple times may be required to bring the electronic device to the office prior to the school day.

High school students only: Typical times students can use cellphones are during Knight Time and lunch. These are privileges and can be taken away at administration discretion.

COMPUTER USE

Lourdes Academy permits access to computer, telecommunications, and internet resources to further the educational opportunities of students. Students must use all computers and devices solely for educational purposes. Each student must have a signed **Lourdes Academy Acceptable Use Policy for Technology** and the **BYOD Acceptable Use Policy and Agreement** form on file prior to having the privilege of using computers or other devices.

COUNSELING CENTER

The school counselor offers assistance to all students in classroom lessons and on an individual and group basis in the following areas:

1. Academic Counseling

Throughout the year, students and parents or guardians may have questions concerning academic progress. Academic counseling, advising, and tutoring are available to every student.

2. Career Exploration

The school counselor assists students in exploring careers throughout middle school. Students are exposed to career information through classroom lessons, Career Locker computer program, Career Day and career fairs.

3. Personal Counseling

The school counselor helps students understand and accept themselves and enables them to develop and express an awareness of their own feelings, needs, values, ideas, and beliefs. The school counselor assists students in dealing with academic, personal, spiritual, and social concerns that may be inhibiting their ability to learn, to achieve self-understanding, and to grow as individuals.

4. Prevention and Intervention Programming

Classroom lessons and personal and/or group counseling are conducted by the school counselor to assist students in making appropriate decisions in order to contribute to a safe environment for all students.

DANCES

The following regulations are noted for all dances:

1. Christian conduct is expected for all dancing. No grinding allowed.
2. Christian dress is expected of dance participants - no low-cut, short, tight, open back dresses allowed. No midriff should be visible.
3. Students who leave the building during the dance will not be readmitted.
4. Guests are allowed for formal dances only. All guests must have a completed permission form on file in order to be admitted. Guests with no form or an incomplete form will not be admitted.
5. Sneaking in of guests will result in removal from the dance and additional consequences.
6. Students with unserved detentions will not be allowed to attend.

DRESS / GROOMING CODE

For the 2018-19 school year, please refer to the website for the latest and up-to-date dress code. Administration reserves the right to change and modify the dress code throughout the year. Major changes will be announced ahead of time.

DROP OFF/PICK UP TIME AND PROCEDURES

All middle school students must be dropped off and picked up in the front circle drive adjacent to Witzel Ave. Bicycles should be parked and locked in the bicycle parking area at the back of the school by Door 7. Students are only permitted to enter and leave through Doors 1 and 7. Students who arrive between 6:45 am and 7:30 am must report to The Commons. Students may not arrive before 6:45am and must be picked up no later than 3:30 pm. No students may be in the halls after school unless working with a teacher.

EMERGENCIES AND SEVERE WEATHER

A plan of action is in place to ensure the safety of all students and staff members in the event of severe weather or other emergencies. Parents will be notified by text and/or email or any weather notifications or emergency situations.

Fire, severe weather, and other emergency drills are held periodically during the school year.

Remember these basic guidelines for emergencies or severe weather:

- Instructions are posted in each classroom indicating what action to take.
- Move quickly and quietly to the designated safe areas.
- Remain in the designated safe areas until an all-clear signal is given.

GRADING SCALE

Lourdes Academy Middle School employs the following grading scale:

Lourdes Academy
College Course Grade Scale

Grade	Grade Pts	%
A+	4.3	99-100
A	4.3	94-98
A-	4	90-93
B+	3.7	88-89
B	3.3	84-87
B-	3	80-83
C+	2.7	78-79
C	2.3	74-77
C-	2	70-73
D+	1.7	67-69
D	1.3	63-66
D-	1	60-62
F	0	0-59

Lourdes Academy
Grade Scale

Grade	Grade Pts	%
A+	4	99-100
A	4	94-98
A-	3.7	90-93
B+	3.3	88-89
B	3	84-87
B-	2.7	80-83
C+	2.3	78-79
C	2	74-77
C-	1.7	70-73
D+	1.3	67-69
D	1	63-66
D-	.7	60-62
F	0	0-59

Co-curricular courses such as band and choir have requirements beyond the school day, such as concerts and performances, which are considered a part of the class. Participation in these events will be considered an expectation for grading.

GRIEVANCE PROCEDURE/CHAIN OF COMMAND

Specific academic or behavioral concerns should be addressed in the following manner: In order to align with our Mission statement of preparing students for life, college, and a continued relationship with God, we encourage the most direct communication possible where students are advocating for themselves. In situations where safety is a concern or other special circumstances, this process may not apply.

1. Student talks with teacher or coach. If situation cannot be resolved...
2. Student talks with principal or activities director. If situation cannot be resolved...
3. Parent talks with teacher or coach. If situation cannot be resolved...
4. Parent talks with principal or athletic director.

Students and/or parents may request an appeal of decisions having to do with consequences given to a student for not meeting expectations.

HONOR REPRESENTATION

It is a privilege and honor to represent Lourdes Academy in the community. If a student is suspended from involvement in athletics and/or co-curricular activities, he/she will not be eligible to represent Lourdes Academy in including but not limited to: Badge Boys/Girls State, Local Scholarships (Carl Steiger, Grace LeVoy), Girls Granting, HALOs, Tomorrow's Leaders, Youth Leadership Oshkosh, National Honor Society, National Junior Honor Society, Homecoming and Prom Courts. .

KNIGHT TIME

Knight Time is a period during a normal school day where student clubs meet, students get additional help from teachers, go to the commons to get a snack and meet with your Knight Time teacher regularly to receive updates. High school schedules will have a Knight Time teacher. Similar to previous homeroom practices, this Knight Time group will be organized by grade level. Expectations for this group include:

- Meeting together as announced to go over grade level materials and concerns.
- Sitting together with your Knight Time group during mass.
- Gathering to get information about ACT, Pre-ACT, or other activities.

Students are expected when their grade level is called to attend. Failure to attend their expected events will result in consequences.

LOCKERS AND BELONGINGS

Each student is assigned a locker at the beginning of the school year and is expected to keep it in good order. *Lockers may be searched at any time without the student's' knowledge or permission.* Students should not use a locker other than the one assigned and should keep it locked at all times. Under no circumstances should a student divulge his/her locker combination to another student. Students are responsible for personal property as well as school property. The school can assume no responsibility for loss or damage. Theft and locker defects should be reported to the school office immediately.

LUNCH

Lourdes Academy provides a nutritious lunch meal and a la carte items. Lourdes Academy is enrolled in the National School Lunch Program. Lourdes Academy is a closed campus; students are not allowed to leave the school grounds during lunch and may not have food delivered to the school. Parents are responsible for monitoring their child/children's lunch account balance throughout the school year. At the end of the school year all lunch accounts must have a positive balance. Negative lunch accounts will be addressed through the Business Office.

PALS ACTIVITIES

Throughout the school year, PALS will host a number of activities for the students. Students may not have any ZAPs, detentions, or F's to participate in these activities. Students who are not able to participate will work with their teachers during this time.

PARKING

Students must purchase a parking permit in the office in order to park a vehicle on school grounds. Parking is a privilege. Violation of school or parking rules may result in permanent loss of school parking privileges, forfeiture of the parking permit fee, ticketing, and/or suspension from school. Permits must be purchased annually.

PASSES

During class, students must obtain permission from the teacher to go to another location (i.e. bathroom, counseling office, main office, etc.). Students who are not in an assigned area and/or do not have a proper hall pass may face disciplinary action and may be considered unexcused.

RELIGION CLASSES/ACTIVITIES

All students are required to participate in formal religion classes and expected to attend all Catholic religious services, activities and retreats.

SCHOOL OFFICE HOURS

On days school is in session, the office is open from 7:30 AM to 3:30 PM.

SCHOOL SPONSORED TRIPS/OFF-CAMPUS ACTIVITIES

School sponsored trips and extracurricular activities contribute significantly to the full development of students. They are carefully planned and adequately supervised. All school rules and policies are in effect while students are on school-sponsored trips and activities off campus. Students are responsible for their behavior during such events. *Parents must be at school to pick up their child by the time the bus returns from the trip.*

SERVICE HOURS

Students are required to complete 10 hours per semester while enrolled at Lourdes Academy. 25 of these hours must come from parish related activities. Students who do not meet the service hour requirement will not be permitted to participate in graduation activities.

SNACKS

Students are encouraged to come down to the Food Service Area located in the Commons and purchase a healthy snack to eat during advisory or Knight Time. Food Service is available for a la carte items or Breakfast. Items may be purchased during this time. No soda, energy drinks, coffee drinks, or unhealthy snacks are allowed during the school day. Water is important to the health of students, water bottles are allowed in the classroom. Only water is allowed in the bottles. Bottle water can be purchased from Food Service.

STUDENT MEDICATIONS/HEALTH ISSUES

A parent should administer prescription or nonprescription medications required by a student at home. When this is not possible, the school staff may assist in the administration of medication during school hours subject to the following regulations. An employee may not administer medication to a student unless **one** of the following is provided:

1. Written instructions signed by the physician for the administration of the prescribed medication.
2. A written statement from the parent authorizing school personnel to give the medication in the dosage prescribed by the physician and also releasing the school and employees from any liability in administering the medication. Prescription medication must come to school in its original container and is kept in the school office.

The parent must complete a Parent Request & Authorization Form if school personnel are to administer **non-prescription medicine** to a student during school hours.

VALEDICTORIAN/SALUTATORIAN

The valedictorian is the student who achieves the highest GPA at the end of the seventh semester. The salutatorian is the student who achieves the second highest GPA the end of the seventh semester. GPA is defined as the total number of points earned divided by the total number of credits.

Grades for all Lourdes Academy approved courses are included in the calculation of a student's GPA with the following exception: 1. Since Lourdes Academy operates on a weighted scale system (Grade Points exceed 4.0) students should not be penalized for taking an extra class (above 28.0 credits or 28.5 beginning with the class of 2020) and achieving the maximum number of grade points for that class. 2. This/these unweighted required class(es) should be excluded from the GPA calculation when the student achieves the highest number of grade points possible. a. The goal of Lourdes Academy is to encourage students to take advantage of all educational opportunities. b. Students with Grade Point Averages above 4.0 are statistically penalized for receiving the highest possible grade and grade points available. 3. A student may retake a class to improve his/her grade however the new grade will not be used to figure the valedictorian and salutatorian (See LA Policy 6036- Retaking a Failed Class and LA Policy 6037-Retaking a Non-Failed Class).

A student must attend Lourdes Academy High School for both their junior and senior year (except when studying abroad as approved by the high school administration) to be eligible for valedictorian or salutatorian. This is to avoid students from transferring schools to become the valedictorian or salutatorian.

VISITOR POLICY

All visitors must report to the school office immediately upon entering the school building through door #1 in front circle drive off of Witzel Ave.. In addition, requests for student visitors must be brought to the principal a minimum of two days prior to the planned visit. In general, only students with an expressed interest in attending Lourdes will receive approval to visit the school.

ZAP PROGRAM

ZAP is an acronym for “Zeros are Prohibited.” This program is designed to make sure that all students are turning in assignments on time. Any student who fails to turn in an assignment will be ZAPPED, meaning that student is required to stay after school until the work is done or 3:45, whichever comes first. The teacher will contact the parent to inform the parent of the missing assignment and the student will report to that teacher immediately after school. Students will not be allowed to practice or participate in sports or other activities until all missing work has been completed in a satisfactory manner. A student who fails to report to ZAP unexcused will be required to attend ZAP the next day (if the work is not completed), assigned a detention, and ruled ineligible for sports for 3 school days, that day plus 2 more days. (Parents may excuse a student from ZAP for family event, transportation issue, or with permission of the principal, but that child will be ineligible to participate in athletics or activities for the evening in question.) Parents are asked to support the teachers in this endeavor by holding students accountable for their homework and supporting the program, even when it is inconvenient.